

Search Committee

Instructions

1. Instructions for accessing the old recruitment system begin on page 1.
2. Instructions for NEW PeopleAdmin that launched 10/31/2011 begin on page 3.

Link to access for old system:

<https://pa154.peopleadmin.com/hr>

Your screen should look like the following....

User Login

Note: You are about to login to a secure system that is for authorized users only. When you are finished, please logout and **close your web browser** to ensure others cannot access the information in the system.

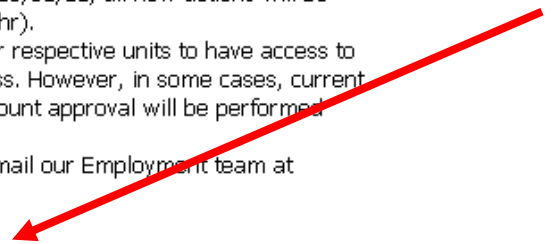
Login with Your Unity ID

ATTENTION: PeopleAdmin will be undergoing a large upgrade on 10/31/11. New functionality is being added that will provide an improved process and overall better functionality. As part of the upgrade, a Position Management module is being added to our system which will house position descriptions and facilitate the position creation, update, and review process electronically. Our recruitment process will remain electronic in the new system. All data in this current system will remain accessible in accordance with the records retention policy (currently 3 years); however, as of 10/31/11, all new actions will be entered into the new system at the same URL (<https://jobs.ncsu.edu/hr>).

Regarding Access: Colleges/Divisions have selected users within their respective units to have access to the new system. In many cases, current users will have similar access. However, in some cases, current users may not initially have accounts created in the new system. Account approval will be performed only with approval/input from the College/Division level.

If you have any questions regarding this notice, please feel free to email our Employment team at employment@ncsu.edu or call (919) 515-2135.

Guest User Login





NOTE= login boxes for guest user are below the 'Guest User login' text.

*You will be provided a guest user login by your CVM Human Resources Representative.

Once you have logged in successfully you will see the following screen

• Welcome **Guest User**. You are logged in. Friday, November 18, 2011

Employment Site

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

| Active | | | | | | | |
|--|--|--|---|---|---|--|--|
| 1 Record | | | | | | | |
| <input checked="" type="checkbox"/> Position Title | <input type="checkbox"/> Position Number | <input type="checkbox"/> Apps In Process | <input checked="" type="checkbox"/> Job Open Date | <input type="checkbox"/> Job Close Date | <input type="checkbox"/> Recruitment Type | <input checked="" type="checkbox"/> Department | <input checked="" type="checkbox"/> Posting Status |
| View | | | | | | | |

VIEW APPLICANTS HERE

New System:

<https://jobs.ncsu.edu/hr>



NC State University

[Click here to log in with your Unity ID](#)

Guest User Login:

Username

Password

[Forgot your password? Request a password reset](#)



Search Committee Members can login with their unity ID by clicking here